

Creating Unique 9-Digit SAIS ID Numbers
Home School and Private School Students
Testing at District/Charters

- To populate the **SAISID** field you will need to create a unique 9-digit SAIS ID number for each student.
- For students that were enrolled in TIDE from previous test administrations the same SAIS ID number must be used.
- Do not use a SAIS ID number that was previously assigned to another student.
- TIDE will not allow you to upload a student without filling in the SAIS ID field.
- TIDE will not allow you to upload two or more students that have the same SAIS ID number.
- Follow these steps to create unique 9-digit SAIS ID numbers:
 - The first digits of each SAIS ID must be your 4-digit or 5-digit school code (as it is listed in TIDE)
 - The last digits will be created by you.
 - Each student must end up with a unique 9-digit SAIS ID number.
- Sample Student IDs:

Student	School Entity Number	Unique Student Number	School Entity # + Student Number = 9-Digit Unique Student ID Number SAIS ID
Student 1	8888	72356	888872356
Student 2	99999	9534	999999534
Student 3	99999	1456	999991456

- The “Not Enrolled” bubble for students should be completed in TIDE.
- Save the file on your computer or on your network in a secure area for future reference.

Any questions email AzMERIT@azed.gov.